

[Date]

[Employee Name]

[Job Title]

[Department]

Dear [Employee Name],

This letter is to formally acknowledge and accept your resignation from your position as [Job Title], effective [Employee's Last Working Day].

We would like to thank you for your contributions and leadership during your tenure with [Company Name]. We appreciate the dedication you have shown in your managerial role and wish you the very best in your future endeavors.

As part of our formal offboarding process, we would like to schedule an exit interview to gather your feedback and insights regarding your experience with the company. This meeting will be held with [Name of HR Representative/Manager].

Exit Interview Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location/Link:** [Meeting Room or Video Call Link]

Please confirm if this time works for you. Additionally, [Department Name] will reach out shortly to coordinate the handover of company property and the completion of final administrative tasks.

Sincerely,

[Your Name]

[Your Title]

[Company Name]